

# U S A I D / M A D A G A S C A R

## P E R S O N N E L      N O T I C E

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**TO:** ALL INTERESTED CANDIDATES

**SUBJECT:** RECRUITMENT FOR A SENIOR HEALTH PROGRAM MANAGER  
WITHIN USAID/MADAGASCAR HEALTH, POPULATION AND NUTRITION  
OFFICE

**EXTENSION OF APPLICATION DEADLINE  
THROUGH MARCH 31, 2014**

**METHOD OF** TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT  
**EMPLOYMENT:** RENEWABLE, SALARY EQUIVALENT TO GRADE FSN-12

**APPLICATION**  
**CLOSING DATE:** 4:00 PM, MARCH 31, 2014

**NOTE:** Candidates who have previously applied for this position will be considered and do not need to re-apply.

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The U.S Agency for International Development (USAID) Mission in Madagascar is soliciting expressions of interest from qualified candidates to serve as a Senior Health Program Manager within the Health, Population and Nutrition Office. The contract is for an initial period of one (1) year subject to renewal based on annual performance review, continuing need for the services, and availability of funds.

### **BASIC FUNCTION OF THE POSITION**

Actively participate in all aspects of the overall HPN Office with a focus on results, teamwork, participation, empowerment, accountability, and customer focus. The incumbent will work with numerous counterparts, implementing partners, and technical experts. Major duties as well as technical, programming, and management responsibilities are described below.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Management Responsibilities

- Act as Contracting/Agreement Officer's Technical Representative for acquisition and assistance instruments, managing primary health care (PHC) activities as required to ensure performance: review annual work plans, narrative reports and sub-contractor/grantee documents; develop/monitor budgeting and fiscal accountability; monitor short term technical assistance; prepare analyses and documentation required to obligate funds, and initiate and/or make any necessary amendments required for activity implementation;
- Act as Activity Manager for Global Health Bureau field support partners working in PHC and family/planning and reproductive health (FP/RH) as required: develop/review scopes of work, annual budgets, and workplans; monitor program performance; prepare analyses and documentation required to obligate funds;
- Ensure timely progress towards planned outputs and results; keep supervisor and other HPN staff apprised of progress and issues; make

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recommendations to solve problems, and take the lead in implementing agreed upon actions;

- Participate in activity conceptualization and design; write and edit Activity Approval documents, program descriptions and statements of work; develop Government Cost Estimates (budgets); prepare activity memos and justifications; lead or participate on Technical Evaluation Committees as required;
- Assist in the development and refinement of benchmarks and indicators to assess the PHC and FP/RH activity and program progress and impact;
- Monitor all aspects of PHC and FP/RH activity implementation including holding regular meetings with implementing partners, reviewing and providing comments on annual workplans and semi-annual reports and annual reports, and undertaking regular site visits to ensure quality and performance;
- Ensure that mitigative environmental components designed for the activity are being implemented effectively;
- Verify that recipient activities conform to the terms and conditions of the award;
- Ensure that assets are safeguarded against waste, loss, unauthorized use, or misappropriation;
- Check validity of performance data acquisition, and ensure that the data to be reported to USAID fulfils quality standards for validity, integrity, precision, reliability and timeliness;
- Prepare written analyses, trip reports, briefing materials, activity descriptions, press releases, speeches, success stories, and other documents as required;

### Technical Responsibilities

- As USAID/Madagascar's FP/RH technical expert, serve as principle advisor to HPN management, the Mission Director, the Ambassador and other US Government staff for all FP/RH issues;
- Stay up to date with international and local state-of-the-art FP/RH technical approaches; analyse and interpret policy, strategy, and technical documents to ensure USAID/Madagascar FP/RH activities are aligned with and integrating state-of-the-art practices;
- Develop and maintain an extensive network of key public health contacts with a focus on Primary Health Care, Community-Integrated Management of Childhood Illnesses (C-IMCI), and FP/RH;
- Represent USAID in sectorial technical working groups and coordination meetings; inform the development of FP/RH policy, strategy, and technical documents as required;

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- Serve as the link between USAID/Madagascar's FP/RH activities and AID/Washington Global Health and Africa Bureau staff;
- Ensure synergy and linkages between FP/RH activities across the HPN Office's portfolio and other program elements including Maternal and Newborn Care, Child Health, Nutrition, Water and Sanitation, and the President's Malaria Initiative (PMI); ensure synergies and linkages with other USAID/Madagascar programs.

### Programming Responsibilities

- Provide analysis and written content for USAID/Madagascar sector and country strategy documents on PHC and FP/RH; ensure that FP/RH activities under the current HPN strategy utilize existing coordination and implementation structures and organizations, and build on previous USAID-funded and national activities;
- Collect, review, analyse and report FP/RH data for annual planning and reporting documents; respond to information requests from all sources; draft public affairs materials as needed;
- Review and provide technical comments and recommendations on scopes of work, workplans, and reports pertaining to PHC and FP/RH; ensure synergy, linkages, and complementarity between the USAID/Madagascar Primary Health Care and FP/RH program activities and those of other actors working in Madagascar (Government of Madagascar, donors, local and international non-governmental organizations, private sector, etc.).

### **REQUIRED MINIMUM QUALIFICATIONS**

#### **A. EDUCATION**

Masters degree in public health, demography, communications, management or a related field.

#### **B. PRIOR WORK EXPERIENCE**

At least seven years of progressively responsible experience working with government or civil society in management of PHC and FP/RH projects and/or programs. At least three years of this experience must be in development assistance, or related, work for USAID, other donor organizations, host government organizations or private sector institutions.

#### **C. LANGUAGE PROFICIENCY**

Fluent, professional level speaking, reading and writing in English, Malagasy and French. At this level, applicants should have:

- The ability to speak using sufficient, structured and accurate vocabulary in formal conversation;
- The ability to use the language to satisfy professional needs;
- The ability to read and write at a normal speed and with almost complete comprehension of a variety of materials, unfamiliar subjects, styles and forms pertinent to the job needs.

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### **D. JOB KNOWLEDGE**

- Excellent knowledge of Government of Madagascar structure, institutions and procedures;
- A good knowledge of U.S. Government legislation relating to development assistance, health, and FP/RH programming, as well as USAID programming policies, regulations, procedures and documentation and of the objectives, methodology and status of the programs and projects to which assigned;
- Familiarity with capacities and constraints of Malagasy NGOs active in HPN activities in Madagascar;

### **E. SKILLS AND ABILITIES**

- Ability to establish and maintain contacts with upper-level officials of the host government and personnel in the donor, NGO, and private sectors;
- A strong ability to communicate effectively, both orally and in writing, is required to obtain and transmit information to local and U.S. officials;
- Ability to plan, develop, manage, analyze and evaluate projects of the scope and complexity described above is required.

### **ADDITIONAL SELECTION PROCESS AND CRITERIA**

It is essential that the candidate address the required qualifications above in the application. Current employees serving a probationary period are not eligible to apply.

### **INSTRUCTIONS FOR APPLICANTS**

Interested applicants for this position **MUST** submit the following or the application will not be considered:

- 1) A cover letter which specifically addresses each of the selection criteria. This cover letter must be submitted in English and French. The cover letter should provide more details about how the applicant's skills and prior experience make him/her qualified for the position. Applicants who do not include this information in their applications will not receive further consideration;
- 2) Completed and **SIGNED** Federal form OF-612: this form is mandatory and is available at USAID website: <http://www.usaid.gov/madagascar/work-with-us/careers> and at the US Embassy Consular Service entrance (opposite to "Leader Price"), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo;
- 3) Curriculum vitae (CV);
- 4) Photocopies of relevant education degrees and certificates demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals will not be

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returned;

- 5) Applicants are required to provide at least three (3) references with complete contact information, including E-mail address and telephone numbers, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.

### **CLEARANCES**

The selected individual must obtain medical and security clearances before starting work. USAID/Madagascar will assist in this matter.

### **SALARY**

The position is classified at FSN-12 Grade. The selected candidate will be hired at FSN-11 "trainee" level for the first year of employment. After one year, promotion to FSN-12, the grade level of the position will be subject to successful performance/full performance level for the position.

### **APPLICATION CLOSING DATE**

Submit your application by **4:00 pm, Monday, March 31, 2014** to:

USAID/ Madagascar  
EXO/HR  
Lot 207A, Point Liberty (Route Digue)  
Andranoro, Antehiroka  
Antananarivo 105 Madagascar

or to the following e-mail address: [AntananarivoUSAIDHR@usaid.gov](mailto:AntananarivoUSAIDHR@usaid.gov)  
Attachments to your e-mail should be in Adobe Acrobat Reader format (.pdf).

Please mark the envelope or the e-mail subject line with "PERNOT 2014-03".

**TO BE CONSIDERED, applications must include ALL the required documents and information, and be received at USAID Office by the above deadline.**

EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION.